

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**PROJECT ENGINEER
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs professional engineering and administrative work overseeing the planning, design and construction of municipal infrastructure and City facilities. Reports to the Assistant City Engineer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for planning, designing and overseeing the construction of municipal infrastructure and City facilities. Employee is responsible for administering, coordinating and working on construction projects. Coordination is exercised with other professional, technical and clerical personnel. Tact and courtesy are required in frequent contact with contractors, vendors, consultants and the general public. Extensive judgment is required in making decisions with a high degree of accountability. Work is performed with considerable independence under the general direction of the Director and Assistant City Engineer and is evaluated through conference and the analysis of program achievements.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Assists in planning and designing City construction projects including streets, parks, and other projects.

Plans, designs and oversees the maintenance, repair and extension of water, sanitary and storm sewer, force mains, pumping stations and related facilities.

Assists and coordinates a variety of surveys and legal documents to include right-of-way acquisitions, agreements, easements and bids.

Reviews work of consultants, approves and oversees payment.

Assists in the administration of major capital improvement projects and programs for the City and Regional Water Authority.

Assists in the preparation of the Capital Improvement Program.

Assists in the review and approval of extensions, connections and improvements to water and wastewater utility systems.

Consults with other engineers, public officials, contractors and the general public regarding City construction projects.

Prepares and presents complex technical reports.

PROJECT ENGINEER

Provides the Engineering Director, developers, contractors, other City departments and the general public technical information relating to engineering projects, policies and procedures and general information.

Utilizes specialized computer applications to perform computer-automated drafting, design and word and data processing.

Assists with preparation/prepares quantity take-offs, construction cost estimates and contract documents.

Assists in the formulation of long-range programs for public works and related areas; performs special research and investigations pertaining to public works and related areas.

Provides insight and guidance to subordinate and other technical staff in all areas of the department's policies, procedures and standards.

Performs duties of clerical nature, including, but not limited to, composing correspondence and reports, manual and electronic filing, collecting and entering data, developing charts and maps, etc.

Maintains all necessary daily records and reports on any projects assigned.

Exercises and applies technical expertise in the resolution of problems and consults with other technical and professional staff.

Confers with other Department staff and the supervisor on questions of departmental policies and other technical problems.

Assists management in the implementation and enforcement of all City ordinances and permitting processes handled by the engineering department.

ADDITIONAL JOB FUNCTIONS

Performs related work as required, including working after hours when required to meet project schedule.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of civil engineering as applied to the design, construction, and maintenance of municipal infrastructure.

Working knowledge of Geographical Information Systems (GIS) software.

Ability to read and interpret construction plans, specifications, and blueprints.

Ability to perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning.

Ability to make decisions independently with a high degree of accountability.

Ability to utilize computer-automated drafting programs and other specialized design software for engineering projects.

Ability to plan, and coordinate the work of other technical staff.

Ability to establish and maintain effective working relationships with City officials, employees, contractors and the general public.

Ability to communicate ideas effectively orally and in writing.

Ability to prepare technical reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

PROJECT ENGINEER

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree in civil engineering or a related field and 3 to 5 years of experience in professional engineering work, with a sound knowledge of AutoCAD and Land Development drafting and design software being highly desirable; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENTS

Registration as an Engineer-in-Training by the North Carolina Board of Registration for Engineers and Land Surveyors. Possession of a valid drivers license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 19
Non-Exempt